

Position Description

CMA PD No.	153		
Position title	Program Manager Major Projects		
Team	Salinity and Irrigation		
Location	Irymple		
Position tenure	Temporary 5 years (subject to funding)		
Time fraction	1.0 FTE	Job share arrangement	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Classification	SEO	Salary range	
Delegation	<input checked="" type="checkbox"/> Financial <input checked="" type="checkbox"/> Human Resources <input type="checkbox"/> Not Applicable		
Child Safe Position	Working with Children Check required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Position Requirements	Driver's Licence <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Police Check <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

About the Mallee Catchment Management Authority (CMA)

Our Vision

Informed and active communities balancing the use of resources to generate wealth, with the protection and enhancement of our natural and cultural landscapes.

Our Profile

The Mallee CMA's primary responsibility is to ensure that natural resources in the region are managed in an integrated and ecologically sustainable way. We are the peak body for the delivery of natural resource programs in the Mallee. Our work is based on science and delivered through meaningful partnerships with government agencies, local organisations such as Landcare, and community groups in the Victorian Mallee.

Our Region

The Mallee CMA region covers 3.9 million hectares – about one fifth of Victoria. It is the largest catchment area in the state and runs along the Murray River from Nyah to the South Australian border, and south to the vast dryland cereal and wheat crops of the Wimmera.

The Mallee CMA's responsibilities include the management of:

- Waterways
- Biodiversity (including vegetation restoration and threatened species recovery)
- Floodplains
- Salinity
- Land and soil health

The Mallee CMA also fulfils responsibilities in regional funding coordination in natural resource management community involvement and education; cultural heritage protection; and monitoring and reporting on the health of the catchment. The Authority also proudly supports Landcare in the Victorian Mallee.

Our culture and behaviours

The Mallee CMA is committed to ensuring staff have the necessary skills and support to deliver successful and sustainable outcomes for our community, environment and landscapes. We are a committed and dedicated team who continue to strive for best practice outcomes for the region and the environment.

Position Purpose

This position provides significant contribution to the important work of balancing irrigated agricultural production and environmental management. It utilises advanced business development and contract management skills to engage with a wide variety of audiences, scientific, community and industry representatives alike.

The role contributes to achieving Mallee Catchment Management Authority Business Objective 1 to ensure that community is central to the planning, delivery and evaluation of natural resource management (NRM) and 2 to protect and enhance the region's natural, cultural and productive values.

The Program Manager carries out a pivotal role in planning, developing and implementing a range of strategic and innovative priority projects at a regional scale. The outcomes will directly protect and enhance the natural, cultural and productive values while ensuring the region remains compliant with the monitoring and reporting obligations under Basin Salinity Management 2030 – critical to continued environmental and economic prosperity.

The role is responsible for end to end management of project life cycles, from concept to completion. The incumbent will be required to form effective working relationships with stakeholder agencies and community in the development and implementation of projects to ensure environmental, social, cultural and value for money targets are met.

The Program Manager role leverages existing knowledge and drives innovation with industry and government partners to prioritise investment to the planning, delivery and evaluation of natural resource management (NRM) projects that deliver on the Mallee Regional Catchment Strategy (2013-2019) and the Victorian Mallee Irrigation Region Land and Water Management Plan 2020-29.

Responsibilities

- Development of NRM strategies and funding initiatives that lead to effective investment of Salinity Impact Charges.
- Lead the effective delivery of the Victorian Mallee Irrigation Region LWMP
- Analysis, procurement and management of resources required to meet project objectives
- Work collaboratively with key government partners to delivery Section 4 of Water for Victoria
- Provide continually assessment and mitigation of environmental, social and economic risks to projects.
- Facilitate industry adjustment irrigation modernisation and water efficiency consistent with Section 4, Water for Victoria.
- Deliver high quality reports to agreed timeframes demonstrating effective management of irrigation projects in the Victorian Mallee.
- Represent Mallee CMA on relevant State and regional forums.

Key Selection Criteria

- KSC1: Demonstrated experience in developing and delivering strategic programs in agriculture or natural resource management.
- KSC2: Demonstrated experience in end to end project management including skills in; preparation of project plans and briefs; engaging consultants, managing service providers to contractual milestones for quality and timelines and the production or regular and high quality transparent internal and external reports.
- KSC3: Demonstrated sound understanding of groundwater processes, or a capacity to rapidly acquire.
- KSC4: Demonstrated ability to research issues and solve problems; with a capacity to source, collate, analyse and interpret anecdotal and scientific datasets, and provide advice on the results of these investigations.
- KSC5: Highly developed communication and interpersonal skills with an ability to prepare high quality written and oral presentations and establish rapport with service delivery partners, key government agencies and technical specialists.

Key Relationships

Reports to	Executive Manager Projects and Business Development
Responsible for	Up to 5 personnel
Internal liaisons	Management Peers
External liaisons	Department of Energy, Environment and Climate Action DEECA Department of Jobs, Precincts and Regions Water Corporations Community Members Salinity Accountability Advisory Committee Consultative Committees

Core Capability/Sub Capability	Capability Level Descriptor
Corporate Governance <ul style="list-style-type: none"> • OHS&W L2 	<p>Promotes, educates and supports OHS&W work practices and complies with OHS&W legislation, policy and procedure.</p> <p>Addresses risks and monitors the effectiveness of strategies.</p> <p>Supports employee wellbeing.</p>
Professionalism <ul style="list-style-type: none"> • Problem Solving L3 • Accountability L2 	<p>Analyses issues and different perspectives and draws sound inferences from information available. Implements systems to address problems and assists teams to take proactive approaches to problem solving.</p> <p>Prioritises work; delegates appropriately demonstrating an understanding of organisational, team and individual priorities and capacities; and ensures that key requirements are met</p> <p>Delegates to develop staff and accepts responsibility for actions of staff and teams under authority</p>
Project Delivery <ul style="list-style-type: none"> • Project Management L3 • Procurement and Contract Management L3 • Resources and Promotion L3 	<p>Produces project plans where outcomes are clearly defined and action steps for achievement are clearly specified.</p> <p>Undertakes honest, transparent and appropriate decision-making practices to determine path to market. Monitors contracts and manages performance of contractors and staff.</p> <p>Allocates resources and develops communication plans to ensure project delivery within delegated authority.</p>
Interpersonal Communications <ul style="list-style-type: none"> • Written Communication L3 • Verbal Communication L3 • Negotiation L3 	<p>Writes accurate reports and program documents that meet audience needs and contain the necessary information to achieve their purpose.</p> <p>Provides informed, meaningful and relevant messages when communicating with staff and interested parties.</p> <p>Negotiates and implements a well-planned course of action to achieve a specific impact.</p>
Natural Resource Management <ul style="list-style-type: none"> • Knowledge of NRM Assets L3 • Priority Planning L2 • Local NRM Issues L3 	<p>Continually liaises with key interested parties to ensure full understanding of the issues and builds links to strategy, corporate objectives and outputs</p> <p>Investigates the impact of investment on site and supports interested parties in reporting NRM activity.</p> <p>Promotes key NRM priorities and initiatives and develops programs in consideration of interested parties' issues</p>
Continuous Improvement <ul style="list-style-type: none"> • Change Management L3 • Creativity and innovation L3 	<p>Implements change management processes and monitors progress. Makes changes to work methods to improve outcomes, corrects problems promptly.</p> <p>Constantly looks for continuous improvement opportunities and encourages new and different approaches and solutions that will deliver benefits beyond interested parties' expectations. Establishes ways to capture, communicate and share innovative ideas and practices</p>

Personal Attribute	Descriptor
Analytical	Reviews arguments and opinions before making judgement Presents clear and logical points Takes a systematic approach when building toward improvements
Self-disciplined	Manages own time to achieve key outcomes Avoids distraction and diversions Is organised and methodical
Flexible	Adapts to changing circumstances in the workplace Prioritises work and addresses what is most important Takes advantage of new and emerging opportunities

Qualifications

- Tertiary Qualifications in Agricultural Science or Natural Resource Management or equivalent

Position specific requirements

- Minimum of 5 years relevant experience
- Experience in developing and delivering strategic programs in agriculture or natural resource management.
- Experience in end-to-end project management including skills in; preparation of project plans and briefs; engaging consultants, managing service providers to contractual milestones for quality and timelines and the production of regular and high quality transparent internal and external reports.
- Sound understanding of groundwater processes, or a capacity to rapidly acquire.
- Ability to research issues and solve problems; with a capacity to source, collate, analyse and interpret anecdotal and scientific datasets, and provide advice on the results of these investigations.
- Highly developed communication and interpersonal skills with an ability to prepare high quality written and oral presentations and establish rapport with service delivery partners, key government agencies and technical specialists.
- Out of hours attendance at meetings may be an infrequent occurrence
- Success in the role will be achieved by the ability to deliver on processes with a systematic, organised and methodical approach in line with Project Management principles and practices and a depth of demonstrated understanding in land and water management policy, processes and obligations in the Murray-Darling Basin.

Other relevant information

Gender Equality, Diversity and Inclusion

We are creating an environment of:

- Respect – treating people as individuals and valuing their contribution to Mallee CMA
- Flexibility – acknowledging the benefits of change and balance in meeting stakeholder and staff needs
- Support – achieving organisational outcomes and growth through understanding
- Sustainability – develop strategies that support economic, social and environmental responsibilities
- Safety – creating a safe environment for difference
- Awareness – identifying your own beliefs and biases and the uniqueness of others

Flexible work place

We want flexibility to be embraced by all demographic groups and at all stages in our careers. Thinking about how we design jobs and working environments so that it makes it easier for all of our people to work in a flexible way is a starting point. It's important to note that the type of flexible work engaged in will vary with the nature of the job and the business area. Change and the quality of how we communicate are the key to success allowing, managers and employees the opportunity to be adaptable to the ongoing changing environment in which we work.

Health and Safety


Mallee CMA is committed to the effective management of occupational health, safety and wellbeing, which ranks equally with all other operational considerations. It is the aim of Mallee CMA to minimise the risk of injury and disease to our employees and other persons by adopting a planned and systematic approach to the management of occupational health and safety, and providing the resources for its successful implementation and continuous improvement.

Privacy

The collection and handling of applications and personal information will be consistent with the requirements of the Privacy and Data Protection Act 2014.

Pre-employment Screening

As part of the recruitment process you may be required to undergo pre-employment screening.

Position Description Approved			
The details contained in this Position Description are an accurate statement.		As the incumbent, I have read and understand the responsibilities, capabilities and role requirements as detailed in this document.	
	23/01/2023	/ /	/ /
Chief Executive Officer	Date	Incumbent	Date